

REGULAR COUNCIL MEETING JULY 12, 2011

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on July 12, 2011 at 7:00 p.m.

1. Mayor Burgess called the meeting to order and presided.
2. Pastor Daryl White, Monte Vista Baptist Church, gave the invocation.

Council members
present:

Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mr. Michael Mattox

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Deputy Chief Kenneth Walsh, Police Department
Mr. John Tomlin, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

Mr. Mattox arrived at 7:02 p.m.

3. Mayor Burgess asked if there were any questions regarding the agenda as amended.

A motion was made by Mr. Coleman, seconded by Mrs. Dalton, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes

4. Mayor Burgess asked if there were any questions regarding the minutes of the June 14, 2011 Town Council meeting.

A motion was made by Mrs. Dalton, seconded by Mr. Coleman, that the minutes of the June 14, 2011 Town Council meeting be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

5. Financial Statements

6. Public Comment

Mayor Burgess asked if anyone not on the agenda would like to speak.

No one came forward.

7. Special Items or Recognitions

8. Committees

a. Council Committees

i) Public Works Committee

No report.

ii) Finance Committee

Mrs. Shelton addressed Council requesting budget amendments for the final half of FY2011 (January thru June) to bring the budget in line with actual balances at the end of the year. The request is to increase revenues in the amount of \$110,110 and to decrease funding for expenditures in the amount of \$865,675 with an overall reduction in the budget of \$755,565.

A motion was made by Mr. Coleman, seconded by Mr. Ferguson, to approve budget amendments for the final half of FY2011 as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Coleman mentioned the Town Manager and the Finance Director are looking at refining the budgeting process to eliminate the number of budget amendments at the end of the fiscal year.

Mr. Coleman advised the Finance Committee met with Davenport in June to discuss different Town financial issues/concerns. Following the meeting, the Finance Committee directed staff to discuss with Davenport the formulation of a proposal to provide certain financial services to the Town of Altavista. A proposal was presented to Council which derived as a result of that discussion along with the portion of the Virginia Resources Authority's contract with Davenport that allows other public bodies to contract with Davenport.

Mr. Coggsdale stated the proposal came out of several meetings; the proposal is a multiyear plan. Davenport would look at all aspects of financial issues related to the Town and provide some options in regards to a wide variety of issues. This would be a guiding document for Council to make financial decisions in the future.

Mr. Mattox questioned if other localities had been queried to see how they handle issues such as this.

Mr. Coleman noted a listing submitted by Davenport.

Mr. Edwards asked if other financial institutions had been asked to submit a proposal.

Mr. Coleman stated the Town has dealt with Davenport in the past and asked if another business would offer the same rates if they have to start from scratch.

Mrs. Dalton referred to Virginia Resources Authority and what they do for the Town. They submit request for proposals which allows Davenport and others to answer the request. The Town can use those vendors or consultants or providers without having to put this to bid. It allows the consultant to bid on a statewide level and these fees apply as they were put into the bid to the Virginia Resources Authority.

Mr. Edwards questioned how the Town started with Davenport.

Mr. Coleman stated the Town utilized their services with some transactions and bond issues. This is the first time the Town has approached Davenport with a long term financing debt consolidation.

Mrs. Dalton stated the Finance Committee is looking for someone to keep things in line on a regular basis.

Mr. Edwards felt the finances should be monitored quarterly and was extremely disappointed this had not been done.

Mr. Coleman stated the Finance Committee is looking for options that will make Council comfortable about voting. He stated it is due diligence on Council's part to know where they want to go in the next five years and that there are adequate funds to get there.

Mr. Edwards referred to a note in which the Town is paying 7 percent interest with overall interest rates at .06. He felt it should be an easy decision to pay this note off.

Mr. Higginbotham stated he did not see how this was going to help the Town. He stated for the record he is against raising water and sewer rates. He did not feel Davenport needed to be hired to tell Council what the water and sewer rates should be. He suggested asking a local retired banker or Brown Edwards to work with the Town. He felt \$22,000 was a lot to pay someone to tell the Town what to do with financing.

A motion was made by Mrs. Dalton, seconded by Mr. Coleman, to approve the proposal with Davenport & Company in the amount of \$22,500.

Mr. Higginbotham felt the note should be paid off and Council did not need Davenport to tell them this.

Mr. Edwards questioned the amount to be spent.

Mrs. Dalton clarified the amount is \$22,500, with an additional fee of \$7,500 if Council decides to accept the recommendation regarding the Fire Department note and the choices made.

Mr. Higginbotham asked if Brown & Edwards could be asked to price this since they are the Town's auditors. He mentioned Davenport helped secure the BB& T loan and in hind sight was not a smart thing to do.

Mr. Edwards felt there was someone within 50 miles of Town who could handle this for less money.

Mrs. Dalton stated she did not doubt Mr. Edwards' statement but has confidence in Davenport and has experience with them in other arenas.

Mr. Higginbotham asked for clarification.

Mr. Coleman stated the request is to contract with Davenport in regards to long term planning of debt service.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to amend the motion to pay off the BGF note with funds the Treasurer deems appropriate going on the assumption this could be prepaid without penalty.

Motion denied:

VOTE:	Mr. J.R. Burgess	No
	Mr. Ronald Coleman	No
	Mrs. Beverley Dalton	No
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	No
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mayor Burgess called for the vote on Mrs. Dalton's motion.

Motion denied:

VOTE:	Mr. J.R. Burgess	No
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	No

Mrs. Dalton interpreted this as the Finance Committee will review and come back to Council with how to proceed.

Mr. Coggsdale reminded Council the note to BGF is paid directly to them for an issue involving the Town's sewer pipes under BGF's building. He didn't feel there would be a penalty involved if this was paid off early.

Mr. Higginbotham stated Council needs to do their homework instead of hiring Davenport to tell Council how to deal with a seven percent note or loan.

Mr. Coleman stated he needs facts and figures on the long term effects on the Town. He felt Council has a responsibility to make rational decisions for the Town.

Mr. Edwards stated he supports the notation that a long term plan is needed but is uncomfortable in the way Council is going at it and that the note of \$180,000 would be laying around for another month or two. He suggested inviting in other consultants and explaining to them the Town's position.

Mr. Coggsdale asked Mr. Edwards if he was looking at issuing a RFP for financial services.

Mrs. Dalton clarified a RFP would have to be issued or the Town would have to use an entity specified by Virginia Resources Authority.

Mr. Mattox questioned how the Town became involved with Davenport.

Mr. Coggsdale advised Davenport has provided free service to the Town. The only time the Town has paid Davenport has been for a bond offering which was consolidated in the Bedford Avenue project.

The matter was referred back to the Finance Committee.

Mr. Coggsdale asked how the situation with the Altavista Fire Company should be handled.

Mayor Burgess referred the Altavista Fire Company request to the Finance Committee.

iii) Police Committee

No report.

iv) Utility Committee

No report.

b. Others

i) ACTS (Transit) Advisory Committee

No report.

ii) Armory Reuse Committee

Mr. Ferguson advised the Armory Reuse Committee has met to consider potential uses for the building. The Committee discussed the Condition Assessment report that was provided. Potential uses were discussed with the primary focus a transitional senior residential development. The group also discussed the need for a defined home for our local Veteran's groups. He stated it was also mentioned the discussion of the Armory building possibly being utilized as a community center for different functions. It was the consensus of the Committee that the use, based on the cost of the renovation of the facility and the existence of the Booker Building and other facilities, was not a pressing need. The Committee felt Council may want to explore possible upgrades to the Booker Building to enhance its role to accommodate the various functions. Mr. Ferguson listed the recommendations from the Committee:

- 1) Charge the Altavista Economic Development Authority with exploring the feasibility of use of the Armory as a "transitional" residential facility/site.
- 2) Explore possible improvements to the Booker Building
- 3) Assist the local Veteran Groups in their efforts to find a long range home.

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, to charge the Altavista Economic Development Authority with exploring the feasibility of use of the Armory as a "transitional" residential facility/site.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

Mr. Edwards stated once the financial issues are resolved, he would like an estimate on installing a kitchen and air conditioning in the Booker Building.

iii) Altavista on Track

Ms. Jo Kelley, Executive Director of Altavista on Track, addressed Council and updated them on the recent activities of AOT. Ms. Kelley mentioned Mr. Roger Blackstock has resigned from the Board of Directors; two new members are Debbie Hutcherson (Bank of the James) and Mr. Jeff Mormon (BGF). Each elected to three year terms. She stated Mr. Bill Smith is president, Mr. Herb Miller, Vice-President, Andrea Smith (First National Bank), Treasurer, and Charlie Sanders (Retired), Secretary. Mrs. Judy Finch retired May 30, 2011. Ms. Lucinda Mattox has agreed to work with Ms. Kelley. Ms. Kelley mentioned AOT is working on the downtown parking study and are holding briefing sessions with the business owners on Main Street during the streetscape project. She mentioned four new businesses in the downtown area and advised AOT is working to promote them. Ms. Kelley noted a plaque will be placed at Founder's Square giving some of the Town's history.

iv) Altavista Area Chamber of Commerce

Mrs. Patty Eller, Altavista Chamber of Commerce Director, addressed Council and thanked Council and staff for working with the Chamber on the Uncle Billy's Day festivities and felt it was successful. Mrs. Eller mentioned the Altavista Chamber of Commerce is willing to sponsor the event another year. She stated the Altavista Chamber of Commerce Audit results have been presented to the Town Manager. She also advised businesses can now put coupons on the Chamber's website if they so desire, the Town map is being updated and they are working with the Altavista Journal on the Altavista Area Newcomers and Visitors Guide.

Mr. Higginbotham questioned if Uncle Billy's Day was a financial success.

Mrs. Eller replied with Council support, it was successful.

Mr. Mattox requested the true cost estimate.

Mr. Coggsdale stated that would be provided at the next Council meeting.

v) Altavista Area Habitat for Humanity

Mr. Coggsdale advised of a request from the Altavista Area/Campbell County Habitat for Humanity to close part of English Park to vehicular traffic on October 1, 2011 for their fall fest.

A motion was made by Mr. Edwards, seconded by Mr. Ferguson, to close part of English Park to vehicular traffic on October 1, 2011 for the Altavista Area Habitat for Humanity fall fest.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes

Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

9. Unfinished Business

a. Zoning Ordinance Update

Mr. Coggsdale advised for the past several months, Council has been reviewing the draft Zoning Ordinance update that the Planning Commission has recommended for approval. Council has asked staff to establish a date for a work session with the Planning Commission to review the document. Mr. Coggsdale asked Council members to provide any issues/concerns they may have about the document, so that those can be reviewed and comments or alternatives can be provided. The joint work session with the Planning Commission has been scheduled for Tuesday, August 16, 2011 at 5:00 p.m. in Council's Chambers of Town Hall. He mentioned following the Work Session, the Council could continue their process until they feel the document is ready for public hearing.

A motion was made by Mr. Ferguson, seconded by Mr. Coleman, to establish a work session with the Planning Commission for August 16, 2011 at 5:00 p.m.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

b. Pittsylvania Avenue Intersection Project

Mr. Coggsdale advised staff has continued to meet and correspond with VDOT about the Pittsylvania Avenue intersection project and presented Council with an estimated budget for the project. Based on the projected budget, the project has a deficit of \$36,520. He noted staff has been in contact with Senator Stanley's office in regard to additional state funding and has drafted a letter to Senator Stanley. Mr. Coggsdale also presented Council with a Task Order from Wiley/Wilson for engineering services related to the project.

Mr. Mattox stated he had concerns about the value of the project with downsizing. When this project is complete, this will be it for the next fifty years.

Mr. Coggsdale stated it will create traffic flow, where trucks stay in their lanes.

Mr. Mattox questioned if the study takes into consideration the additional truck traffic.

Mr. Higginbotham requested to see a sketch.

Mr. Coggsdale stated it increases the flares on the north and south side of Pittsylvania Avenue as it transitions onto Main Street and advised he would obtain a sketch.

Mr. Mattox questioned the amount of the original estimate.

Mr. Coggsdale responded the original estimate was seven million dollars.

He stated to move forward with the process, he asked Wiley & Wilson to submit a task order; which was included in Council's packet. This would be funded with VDOT allocated monies.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve Wiley & Wilson Task Order No. 7 in regard to the Pittsylvania Avenue Intersection Improvements in the amount of \$63,200

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Edwards left the Chambers at 8:25 p.m. and returned at 8:27 p.m.

10. New Business

a. Drought Ordinance Consideration

Mr. Coggsdale advised at last month's Council meeting, Mr. Mike Lawless (Draper Aden Associates) made a presentation to the Town Council regarding the Regional Water Supply Plan. He stated one component that needs to be addressed prior to adoption of the Water Supply Plan is the consideration/adoption of a Drought ordinance.

Mayor Burgess forwarded this matter to the Finance/Legislative Committee.

b. Nuisance Property-14th Street

Mr. Coggsdale spoke on behalf of Mr. Dan Witt, Assistant Town Manager. The property at 805 14th Street has been cited for weeds as well as maintenance issues and is asking Council to declare this property a public nuisance. Ms. Cilla Brown, Power of Attorney for one of the heirs, stopped by the office to discuss this issue with Mr. Witt. Per Mr. Coggsdale, Mr. Witt is asking Council to move forward with the process allowing Ms. Brown 30 days to secure the building and begin work on the structural concerns.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to move forward with the process allowing Ms. Brown 30 days to secure the building and begin work on the structural concerns.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Ms. Brown addressed Council and apologized for not correcting the problem early but had missed the first two notices. She advised in February she had the property cleaned. She has plans for the property and will keep Mr. Witt posted. Ms. Brown also requested some time to come back and discuss the potential uses for property on Main Street.

Mayor Burgess suggested she speak with Mr. Witt regarding the potential uses for the property on Main Street.

11. Town Manager's Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

- Sewer, Storm and Water are all ahead of schedule.
- Substantial Completion – December 21, 2011
- Final Completion – January 21, 2012
- Contractor feels confident that project can be finished prior to the contract dates.
- Weekly meetings with business/property owners are held at 8:30 a.m. on Tuesdays at Rountrey's Hardware.
- Sidewalk and new curb have been installed on the south side of Campbell Avenue from the alley to Main Street. (This addressed a very high curb to pavement issue.)

Highway Improvement Projects

- Design work is being conducted for the Amherst Avenue (9th to Main) and the Broad Street (9th to Railroad).

Community Development Block Grant

- Façade Improvements completed
- Streetscape (Gateway Park) completed
- Upper Story Housing
 - Work continues and should be wrapping up in the next month.
- Marketing
 - Way finding signage installed.
 - Kiosk installed
- Compliance review conducted by DHCD on Friday, June 4th.
- Extension requested and granted until August 11th.

WWTP Emergency Overflow Pond

- Monitoring Well Sampling report has been forwarded to DEQ for their review.
- Second EOP sludge sample has been drawn by the consultant and have been received.

b) Reports

i) Departmental

Credit Card payments are to be omitted from the departmental reports.

ii) Others

c) Other Items as Necessary

d) Information Items

12. Matters from Town Council Members

13. Closed Session

A motion was made by Mr. Coleman, seconded by Mr. Mattox, that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A) (1) regarding discussion, of the annual performance evaluation of the Town Manager.

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Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Council went into closed session at 8:40 P.M.

Notice was given that council was back in regular session at 9:30 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Mattox, seconded by Mr. Ferguson to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Edwards left the meeting at 9:15 p.m. for an emergency.

Mayor Burgess asked if there was anything else to bring before Council.

The meeting was adjourned at 9: 32 p.m.

J. R. Burgess, Mayor

J. Waverly Coggsdale, III, Clerk